APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. R = 506 M155 10N FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Georgia Department of Education Application Date **Application Number** Office of Administrative Services Fiscal Services Division Application Number Date Completed Grants Management Section MAY 10 SEP 1 2 1989 1570 Twin Towers East, Atlanta, GA. 30334 **Working Title** 2. Person to Contact Telephone Number 656-2441 -**Grants Administrator** Jack L. Richardson 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. ☐ Amend Application No. _ _ Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1986 Quality Basic Education (QBE) Payment Systems Report Files to date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Grants Management Section, a section within the Fiscal Services Division, is authorized to coordinate the administration of educational grants, both federal and state, between the Department of Education and local units of education, to provide systems and procedures services and coordinate delivery of Electronic Data Processing Services with the Department of Administrative Services. Grants Management also is charged with the responsibility of contract development, review and approval of contracts and maintaining a centralized file for all contracts that have a monetary consideration executed by the State Board of Education This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Collecting financial statistics from individual systems and preparing reports used to make monthly payments to systems for salaries and related educational included are: Various EDGP Reports as per attached listing and related correspondence File is arranged: Chronologically by Fiscal Year; thereunder numerically by System Number

How often are records referred to which are:

20 Cubic Feet

One to six months old Frequently Seven to twelve months old Frequently Thirteen to twenty-four months old Occasionally

____; Shelves _

(Over)

___: Other (specify) _

8. Monthly Reference Rate

AR-50-71; Rev. 76

twenty-five months and older <u>Seldom?</u>

9. Annual Rate of Accumulation of Records

Total Current Accumulation:

Letter-size drawers ______ 20_____; Legal-size drawers ____

	a. Is this the official copy of the series? If not, where is it?				
		lential informatio	n requiring security handling? If yes, cite law or	regulation.	
	d. Does this series have historical or long term research value?				
			necessary to keep the entire file for a long period	, could these	
	X documents be scheduled separately? X f. Is the information contained in this series ever published? If yes, attach copy.				
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?				
X If yes, attach o	copy.				
A If yes, where?	<u>Statis</u> 1	<u>tical Servic</u>			
X i. Is this series (c	or a major portic	on of it) regularly	microfilmed?	intouts	
11. Retention Requirements			ntout? Yes-Reports are Computer Properties the series to be kept:	HILLOUICS	
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a. State Law		years.	d. Audit period	years.	
b. Statute of limitation		years.		/years.	
c. Federal law		years.	f. Federal retention instructions	years.	
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12. Approved Disposition Inst			nends that the file series be cut off at the end of each Fiscal Year; Other		
☐ Hold in the current file	o oron	month/s\	vor/o\ than		
☐ Transfer to local holding					
☐ Transfer to State Reco	-	·		ැස	
☐ Destroy.	•			888	
☐ Transfer to State Arch	ives for perman	ent retention.		K	
☐ Other <i>(Specify)</i>					
**See Attachment*	r *			_	
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These instructions apply t	n all prior and f	iuture accumulati	ons of the series		
These mad dedons apply t	un prior ditu i	- Lui C accullidati	one or the series.		
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Agency Head/Designee (Signa	eture)	Date	Records Management Officer (Signature)	Date	
Killy Et	tima.	5/1/89	Vickie Bakes		
89-092			State Records Committee (Signature)	Date	
Recommendations in para-		ti. Im	6-21 1.	Q . T.	
graph 12 are approved. (If disapproved, attach letter	State Auc	litor/Designee	Wille	1-12-187	
of explanation.)			3		
•		f State/Designee	Edward Weldon	9/11/89	
		f State/Designee	W. D. Dogs	9/11/89	

ATTACHMENT
Georgia Department of Education
Records Retention Schedule
Grants Management Section
Quality Basic Education (QBE) Payment Systems Report Files

REPORT NUMBER

DISPOSITION INSTRUCTIONS

EDGP 100-R1 (Conversion of Annual Grant Amounts Hold in Current Files Area one to Monthly Payment Amounts) year; then transfer to State

Hold in Current Files Area one year; then transfer to State Records Center; hold for one year; then destroy.

EDGP 300-R1 (Current Monthly Work File)

Hold in Current Files Area one year; then destroy.

EDGP 400-R1 (Grant Payment Advice)

Hold in Current Files Area one year; then transfer to State Records Center; hold for two years; then destroy.

EDGP 600-R1 (Allotment Vs. Year-to-Date Paid)

EDGP 600-R1: July - May (except State Totals Pages)

Hold in Current Files Area until end of current fiscal year;

destroy when superceded, obsolete, or no longer needed for reference.

EDGP 600-R1 : July - May (State Totals Pages)

Hold in Current Files Area one year; then transfer to State Records Center; hold for two years; then destroy.

EDGP 600-R1: June Report

Hold in Current Files Area two years; then transfer to State Records Center; hold for four years; then destroy.

EDGP 900-R1 (Proposed June Payment Not Equal to Allotment Balance Exception Report)

Hold in Current Files Area one year; then destroy.

EDGP 1000-R1 (Recompute Current Annual
Allotment Amount for Payment in
Remaining Months)

Hold in Current Files Area one year; then destroy.

Y.8.83989 Grant Allotment Sheets (Record Copy)

Hold in Current Files Area two years; then transfer to State Archives for permanent retention. ATTACHMENT (Page 2)
Georgia Department of Education
Records Retention Schedule
Grants Management Section
Quality Basic Education (QBE) Payment Systems Report Files

REPORT NUMBER

EDGP 1100-R1 (Fiscal Year Refund Detail

Listing, by System)

EDGP 1100-R2 (Fiscal Year Refund Detail Listing, by Program Code)

DISPOSITION INSTRUCTIONS

Hold in Current Files Area two years; then transfer to State Records Center; hold for four years; then destroy.

Hold in Current Files Area two years; then transfer to State Records Center; hold for four years; then destory.

FILE DESCRIPTION

School System and other correspondence, Grant Budget Completion Reports, QBE Advice Letters and other miscellaneous information related to the QBE Payment System.

DISPOSITION INSTRUCTIONS

Hold in Current Files Area two years; then transfer to State Records Center; hold for four years; then destroy.